

WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES
RESEARCH & STATISTICS SECTION CalJOBS TECH SUPPORT TEAM
CalJOBS Non-ETPL Training Provider Request Form

This Training Provider request cannot be processed unless ALL questions in Part A are completed. Incomplete forms will be sent back to requestor for completion.

E-MAIL: CalJOBSTECHSUPPORT@WDACS.LACOUNTY.GOV

REQUESTOR INFORMATION

DATE OF REQUEST:

NAME OF AGENCY:

REQUESTOR:

PHONE NUMBER OF REQUESTOR:

E-MAIL OF REQUESTOR:

PART A: PROVIDER INFORMATION

PROVIDER NAME:

(If adding OJT or WEX, enter name of Employer. Employer must already be registered in CalJOBS.)

PROVIDER FEID:

PROVIDER ADDRESS:

(If adding WEX, enter the address of worksite, NOT agency.)

PROVIDER CITY:

PROVIDER ZIP:

GENERAL INFORMATION

GREEN JOB:

WORKSITE REQUIRED:

THIS PROGRAM OF STUDY LEADS TO: (Please select ONE of options below.)

OUTCOME INFORMATION

ATTAIN CREDENTIAL: (Please select ONE of options below.)

TRAINING TYPE AND ACTIVITY NAME INFORMATION

OJT/WEX Non-ITA (Complete Part B of this form.)

JOB TITLE:

WAGE PER HOUR:

HOURS PER WEEK:

CalJOBS TRAINING PROVIDER REQUEST DEFINITIONS

DATE OF REQUEST—Enter the date you are submitting the request.

NAME OF AGENCY—Enter the name of your AJCC.

REQUESTOR—Enter your name.

PHONE NUMBER OF REQUESTOR—Enter the phone number where you can be reached during business hours.

EMAIL OF REQUESTOR—Enter the email address where you can be reached during business hours.

PROVIDER NAME—Enter the name of the Training Provider you wish to add.

If you are adding an OJT or WEX provider, enter the name of the employer that is already registered in CalJOBS. .

PROVIDER FEID—Enter the Federal Employment Identification Number for this training provider or Employer.

PROVIDER ADDRESS—Enter the Training Provider's address.

If you are entering an employer already registered in CalJOBS, ensure address the address found in CalJOBS.

If adding a WEX provider, enter the address of worksite, NOT the address of your agency.

GREEN JOB—A green job can be defined as one of the following:

Sustainable Manufacturing, or Green Products and Services
Renewable or Green Energy
Environmental Conservation/Energy Efficiency
Occupations ultimately defined as ONET Green Occupations

WORKSITE REQUIRED—If you select Yes, specific Worksite Information will be required when adding the training for a participant.

THIS PROGRAM LEADS TO Select the outcome of the training.

ATTAIN CREDENTIAL—Select the credential attained at the end of the training.

If no credential will be attained, select 'No credential received, individual received training.'

OJT/WEX Non ITA— Check the box next to the Training Type(s) this provider will provide.

If you select Non-ITA, you must complete Part A and Part B of this form.

JOB TITLE—If applicable, enter the Job Title for the training that will be provided.

WAGES PER HOUR—If applicable, enter the Wages per Hour for the training that will be provided.

HOURS PER WEEK—If applicable, enter the Hours per Week for the training that will be provided.

PART B:

INSTITUTION AREA - Please enter the county where the institution is located.

INSTITUTION TYPE - Select the institution type of the provider from the options available.
If you do not know the institution type, select 'Not Available'.

INSTITUTION OWNERSHIP - Select the institution ownership from the options available.
If you do not know the institution ownership of the provider, select 'Unknown' or 'Not Available'.

DISABLED ACCESS – Answer Yes if the institution provides disabled access in its facilities.

ADA COMPLIANT – Answer Yes if the institution is compliant with the American Disabilities Act.

TTD/TTY TELEPHONE NUMBER - Enter the TTD/TTY telephone number for the hearing impaired.

INSTITUTION DESCRIPTION - Please enter a brief description of the institution.

DISPLAY ONLINE TO THE PUBLIC - Enter Yes if you would like the Provider's programs and contact information to be visible to the public in CalJOBS, under Education Services.

FINANCIAL AID AVAILABLE – Answer Yes if financial aid is available for the trainings or courses offered by this provider.

ONLINE REGISTRATION AVAILABLE – Answer Yes is online registration is available for trainings or courses offered by this provider.

It is suggested to use the form's embedded text fields to complete the request. However, the requestor may opt to print the blank form and complete it by hand.

All requests must be submitted to CalJOBStechsupport@wdacs.lacounty.gov. WDACS CalJOBS Tech Support Staff will respond within 48 hours.